सर्वोच्च प्राथमिकता

संख्या-1/2020/जी0आई-18/90-सं0शि0प0का0/2020-02(सं0शि0)/2015

प्रेषक,

जे0पी0सिंह-II,
प्रमुख सचिव,
उत्तर प्रदेश शासन ।

सेवा में,

1- समस्त अपर मुख्य सचिव/ प्रमुख सचिव/ सचिव, उत्तर प्रदेश शासन ।
2- पुलिस महानिदेशक, उत्तर प्रदेश ।
3- समस्त मण्डलायुक्त/ समस्त जिलाधिकारी, उत्तर प्रदेश ।

संसदीय शिष्टाचार/पत्राचार कार्यान्वयन अनुभाग **लखनऊ: दिनांक 13 अक्टूबर, 2020**

विषय:- भारत सरकार एवं भारत सरकार की सहायता से राज्य सरकार द्वारा जनता के हित में कराये जा रहें विकास कार्यक्रमों जैसे ' प्रधान मंत्री जन विकास कार्यक्रम ' में क्षेत्र के मा0 संसद सदस्य एवं राज्य विधान मण्डल के मा0 सदस्यों को आमंत्रित करने एवं शिलापट् पर उनका नाम अंकित किये जाने के सम्बन्ध में।

महोदय,

उपर्युक्त विषयक अपर सचिव, अल्पसंख्यक कार्य मंत्रालय, भारत सरकार, नई दिल्ली के पत्र संख्या-CDN/4/2020-MoMA दिनांक-29-09-2020 (संलग्नकों सहित) का कृपया अवलोकन करने का कष्ट करें।

2- इस सम्बन्ध में मुझे यह कहने का निदेश हुआ है कि अपर सचिव, अल्पसंख्यक कार्य मंत्रालय, भारत सरकार, नई दिल्ली के उक्त पत्र दिनांक-29-09-2020 में उल्लिखित भारत सरकार एवं राज्य सरकार द्वारा भारत सरकार की सहायता से जनता के हित में अपने राज्यों में कराये जा रहें विकास कार्यक्रमों जैसे **'प्रधान मंत्री जन विकास कार्यक्रम' में क्षेत्र के मा0 संसद सदस्य/राज्य विधान मण्डल के मा0 सदस्यों को आमंत्रित करने, अनुमन्य प्रोटोकाल के तहत उनके बैठने की सुविधाजनक व्यवस्था करने एवं शिलापट् पर उनका नाम अंकित किये जाने के सम्बन्ध में** भारत सरकार द्वारा पूर्व में निर्गत शासनादेशों मे उल्लिखित गाइड लाइन्स के आलोक में नियमानुसार समयान्तर्गत त्वरित कार्यवाही सुनिश्चित कराने की अपेक्षा की गयी है।

अत: अनुरोध है कि कृपया अपर सचिव, अल्पसंख्यक कार्य मंत्रालय, भारत सरकार, नई दिल्ली के पत्र दिनांक-29-09-2020 में उल्लिखित बिन्दुओं पर संसदीय शिष्टाचार/पृाचार कार्यान्वयन अनुभाग के शासनादेश संख्या-जी0आई0-04/90-सं0शि0प0का0/2020-02(सं0शि0)/2015 के साथ संलग्नक संयुक्त सचिव, डिपार्टमेन्ट आफ पर्सनल एण्ड ट्रेनिग, भारत सरकार के पत्र संख्या-11013/4/2011-Estt(A) दिनांक-01 दिसम्बर, 2011 मे उल्लिखित गाइड् लाइन्स के आलोक में **भारत सरकार एवं भारत सरकार की सहायता से जनता के हित में कराये जा रहें विकास कार्यक्रमों जैसे ' प्रधान मंत्री जन विकास कार्यक्रम' में क्षेत्र के मा0 संसद सदस्य एवं राज्य विधान मण्डल के मा0 सदस्यों को आमंत्रित करने, अनुमन्य प्रोटोकाल के तहत उनके बैठने की व्यवस्था करने एवं शिलापट् पर उनका नाम अंकित किये जाने** हेतु नियमानुसार समयान्तर्गत त्वरित कार्यवाही सुनिश्चित कराने हेतु अपने नियंत्रणाधीन सभी अधिकारियों/कर्मचारियों को निर्देशित करने का कष्ट करें।

संलग्नक: यथोक्त।

भवदीय,

(जे0पी0सिंह-II)
प्रमुख सचिव।

क्रमश:पृ-2/-

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अत: इस पर हस्ताक्षर की आवश्यकता नही है ।
2- इस शासनादेश की प्रमाणिकता वेब साइट http://shasanadesh.up.gov.in से सत्यापित की जा सकती है ।

http://shasanadesh.up.gov.in

संख्या-1/2020/जी0आई-18(1)/90-सं0शि0प0का0/2020-02(सं0शि0)/2015 तद्दिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ प्रेषित:-

1- निजी सचिव, मा0 मुख्य मंत्री, उत्तर प्रदेश।

2- निजी सचिव, मुख्य सचिव, उत्तर प्रदेश ।

3- निजी सचिव, प्रमुख सचिव, विधान परिषद, उत्तर प्रदेश।

4- निजी सचिव, प्रमुख सचिव, विधान सभा, उत्तर प्रदेश।

5- निजी सचिव, मा0 संसदीय कार्य मंत्री, उत्तर प्रदेश।

6- अपर सचिव, अल्पसंख्यक कार्य मंत्रालय, भारत सरकार, नई दिल्ली के पत्र संख्या-CDN/4/2020-MoMA दिनांक-29-09-2020 के क्रम में सूचनार्थ प्रेषित।

7- गार्ड फाइल।

आज्ञा से,

(ज्ञान प्रकाश-III)

विशेष सचिव।

http://shasanadesh.up.gov.in

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अत: इस पर हस्ताक्षर की आवश्यकता नही है ।

2- इस शासनादेश की प्रमाणिकता वेब साइट http://shasanadesh.up.gov.in से सत्यापित की जा सकती है ।

एस. के. देव वर्मन, आई.ए.एस.
अपर सचिव
S. K. Dev Verman, I.A.S.
Additional Secretary
Tele : 91-11-2436 4280
Fax : 91-11-2436 6444
E-mail : siddharth.devverman@nic.in

भारत सरकार
Government of India
अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs
11वां तल, पं० दीनदयाल अंत्योदय भवन,
11th Floor, Pt. Deendayal Antyodaya Bhawan,
सी.जी.ओ. कॉम्पलेक्स, लोधी रोड, नई दिल्ली-110003
C.G.O. Complex, Lodhi Road, New Delhi-110003

D.O. No. CDN/4/2020-MoMA

29th September, 2020.

Dear Sir/Madam,

As you are aware Ministry of Minority Affairs is implementing various central and centrally sponsored welfare schemes for the development of the minority communities in the States and UTs. Some of these schemes like the Pradhan Mantri Jan Vikas Karyakram are implemented through the State Governments while others are implemented by the Central Government through Project Implementing Agencies (PIAs). Some functions related to the Inauguration, Bhoomi Pujan, Laying of Foundation Stone, Valedictory Programs etc. are organized by the Government locally in respect of projects sanctioned for the State.

As per the DoPT's guidelines vide their OM No.11013/4/2011-Estt.(A) dated 01.12.2011 (Copy enclosed) regarding observance of proper procedure in official dealings between the Administration and Member of Parliament and State Legislature, "Member of Parliament of the area should invariably be invited to public functions organized by a Government Office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Member as Warrant of Precedence. The invitation cards and media and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions: Further, if a constituency of any Member of Parliament is spread over more than one District, the M.P. should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency." Similar courtesies may be accorded to the Members of Legislative Assembly of the area in which the function is being held.

I would like to emphasize that the aforesaid instructions may kindly be followed in respect of any public function organized for execution of schemes of this Ministry sanctioned in the State so that the concerned Hon'ble Member of Parliament and Hon'ble Member of the State Assembly are invited to grace such functions organized by the State Government and District level officers.

It is requested that necessary instructions may kindly be issued at your level to concerned State Government officials for strict adherence of above instructions.

With warm regards,

Yours sincerely,

Encl: As above.

(S.K.Dev Verman)

To

The Chief Secretaries of all States/UTs
(as per list attached)

List of Chief Secretaries of all States/ UTs

Shri. Dineshwar Sharma, IPS Administrator, Lakshadweep, Kavaratri-682555.	Shri. Praful K. Patel, Administrator, Secretariat, Moti, Daman – 396220.
Shri. Ashwani Kumar, IAS Chief Secretary, Main Building, Chief Secretariat, Puducherry – 605001.	Shri Vijay Dev, IAS Chief Secretary, Delhi Secretariat, IP State, New Delhi-110002.
Shri. Chetan B. Sanghi, IAS Chief Secretary, Andaman and Nicobar Administration, Secretariat, Port Blair – 744101.	Shri Rajiva Sinha, IAS Chief Secretary, Government of West Bengal, Nabanna Bhavan, 13th Floor, 325,Sarat Chatterjee Road,Mandirtala, Shibpur, Howrah – 711102.
Shri. Manoj Kumar, IAS Chief Secretary, Government of Tripura, New Secretariat Complex, Secretariat, Agartala -799010,West Tripura.	Shri. Somesh Kumar, IAS Chief Secretary & Chairman Advisory Council – CIPS, Government of Telangana, Burgula Rama Krishna Rao Bhavan, 9th floor, Adarsh Nagar -500063.
Shri. K. Shanmugam, IAS Chief Secretar,y Government of Tamil Nadu, Secretariat, Chennai – 600009.	Shri. S.C. Gupta, IAS Chief Secretary, Government of Sikkim, New Secretariat, Gangtok – 737101.
Shri. Rajeeva Swaroop, IAS Chief Secretary, Government of Rajasthan, C Scheme, Ashok Nagar, Jaipur – 302007.	Ms. Vini Mahajan, IAS Chief Secretary, Government of Punjab, 6th Floor, Punjab Civil Secretariat -1, Sector 1, Chandigarh – 160001.

Smt. Keshni Anand Arora, IAS **Chief Secretary,** Government of Haryana, Room No. 4,4th Floor Haryana Civil Secretariat, Sector-1, Chandigarh- 160019.	**Shri.Anil Mukim, IAS** **Chief Secretary,** Government of Gujarat, 1st Block, 5th Floor,Sachivalaya, Gandhinagar – 382010.
Shri. Parimal Rai, IAS **Chief Secretary,** Government of Goa, Secretariat, Porvroim, Bardez, Goa – 403521.	**Shri. Deepak Kumar, IAS** **Chief Secretary,** Government of Bihar, Main Secretariat, Patna – 800015.
Shri. RP Mandal, IAS **Chief Secretary,** Government of Chhattisgarh, Mahanadi Bhawan, Mantralaya, Naya Raipur – 492002.	**Smt. Nilam Sawhney, IAS** **Chief Secretary,** Government of Andhra Pradesh, 1st Block,1st Floor, Interim Government Complex, A.P Secretariat Office, Velagapudi – 522503.
Shri. Naresh Kumar, IAS **Chief Secretary,** Government of Arunachal Pradesh, CivilSecretariat, Itanagar – 791111.	**Shri. Kumar Sanjay Krishna, IAS** **Chief Secretary,** Government of Assam Block- C, 3rd Floor, Assam Sachivalaya, Dispur Guwahati -781006.

No. 11013/4/2011-Estt. (A)
Government of India
Ministry of Personnel, Public Grievances and Pensions
(Department of Personnel and Training)

North Block, New Delhi.
01st December, 2011

OFFICE MEMORANDUM

Subject: Official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures as the accredited representatives of the people occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interviews with the officers. Certain well-recognized principles and conventions to govern the relations between the Members of Parliament/ State Legislatures and Government servants have already been established.

2. Reference is invited to the guidelines concerning the official dealings between Administration and Members of Parliament and State Legislatures which were issued by the Cabinet Secretariat (Department of Personnel and Administrative Reforms, in the O.M. No 25/19/64-Estt. (A) dated 08.11.1974). The importance of adherence to these guidelines was reiterated in the Department of Personnel and Training's O.M. No. 11013/6/2005-Estt. (A) dated 17.08.2007. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated by the Department of Administrative Reforms and Public Grievances. The Minister of State for Personnel, Public Grievances and Pensions has also written to all Ministers in this regard vide D.O letter dated 5th May, 2011, requesting that a mechanism may be set up to periodically monitor progress in disposal of references received from Members of Parliament.

3. Some instances of non-adherence to the existing guidelines have been brought to Government's attention by Members of Parliament and a need has been felt for again sensitizing all administrative authorities concerned.

4. The Central Secretariat Manual of Office Procedure provides following instructions for prompt disposal of letters from Members of Parliament:-

Correspondence with Members of Parliament –

(1) Communications received from a Member of Parliament should be attended to promptly.
(2) Where a communication is addressed to a Minister or a Secretary to the Government, it should, as far as practicable, be replied to by

the Minister or the Secretary himself as the case may be. Where it is not practicable for the Minister to reply, a reply should normally be issued under the signature of an officer of the rank of Secretary to the Government.

(3) Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch in charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In such cases, care may be taken to ensure that wherever policy issues are involved, approval of the competent authority is obtained before a reply is sent. It should, however, be ensured that the minimum level at which such replies are sent to Member of Parliament is that of Under Secretary and that also in a polite letter form only.

(4) Information sought by a Member of Parliament should be supplied unless it is of such a nature that it would have been denied to him, if similar information had been sought in Parliament.

(5) While corresponding with Members of Parliament, it should be ensured that the letter is legible. Pre-printed or cyclostyled replies should be scrupulously avoided.

(6) In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department.

In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. Here also, it may be ensured that the minimum level at which a reply is sent is that of an Under Secretary and that too in a polite letter form only.

Prompt response to letters received –

(1) Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.

(2) Where a delay is anticipated in sending a final reply, or where the information has to be obtained from another Ministry or another office, an interim reply may be sent within a month (from the date of receipt of the communication) indicating the possible date by which a final reply can be given.

(3) If any such communication is wrongly addressed to a department, it should be transferred promptly (within a week) to the appropriate department under intimation to the party concerned.

5. The aforesaid guidelines also cover Official dealings between Administration and Members of Parliament/State Legislatures. In this context, attention is also invited to Rule 3(2A) of All India Service (Conduct)

Rule, 1968 and Rule 3-A of Central Civil Service (Conduct) Rules, 1964 which provide as follows:-

Every member of the service shall in the discharge of his duties act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

The existing instructions are hereby appropriately strengthened to emphasize the basic principles to be borne in mind by the Government servants while interacting with the Members of Parliament and State Legislatures. These are as follows :-

(i) Government servants should show courtesy and consideration to Members of Parliament and State Legislatures;

(ii) while the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules;

(iii) Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him;

(iv) An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government or local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;

(v) Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of the Members of that constituency who have confirmed participation in these functions.

It is clarified that if a constituency of any Member of Parliament is spread over more than one District, the M.P should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency;

(vi) Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be ensured that there is no slip in any

matter of detail, however minor it may be. It should especially be ensured that:–

(a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.Ps, so that they reach them well in time, and

(b) that receipt of intimation by the M.P is confirmed by the officer/official concerned;

(vii) Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

(viii) Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail;

(ix) If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply;

(x) Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas;

(xi) References from the Committees of Parliament must be attended to promptly;

(xii) The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority;

(xiii) All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined; and

(xiv) A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non-official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules.

6. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

7. Any violation of relevant Conduct Rules in this regard, which violation is established after due enquiry will render the Government servant concerned liable for appropriate punishment as per Rule.

(C.A. Subramanian)
Joint Secretary to the Government of India

To

All the Ministries/Departments of Government of India

Copy to:-

1. Presidents Secretariat/ Vice Presidents Secretariat.
2. PMO/Cabinet Secretariat.
3. Comptroller and Auditor General of India.
4. UPSC/SSC/LBSNAA/ISTM/CVC/CIC.
5. Lok Sabha Secretariat/ Rajya Sabha Secretariat.
6. All Officers/Sections in Ministry of Personnel, PG & Pension.
7. NIC, DOPT-please upload this OM on this Department's website.

Copy also to:

Chief Secretaries of all States / UTs with a request to circulate these instructions to all State Government officials at the State/Division and District levels and to periodically review implementation.

(C.A. Subramanian)
Joint Secretary to the Government of India